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# Pahrnagat Valley Middle School

## **Mission Statement**

Our mission is to help students achieve individual success through the best practices of teaching and re-teaching, thereby creating lifelong learners who are productive members of society.

## **Belief Statements**

- ❖ Student learning is the chief priority for our school.
- ❖ All students can learn.
- ❖ Students learn best when they are actively engaged in the learning process.
- ❖ Challenging expectations increase individual student performance.
- ❖ Students learn best when they are provided with a variety of instructional approaches to accommodate differences in learning styles.
- ❖ Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
- ❖ The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, life-long learners.
- ❖ Education promotes responsible citizenship.
- ❖ Students will demonstrate an understanding of essential knowledge and problem solving skills.
- ❖ Student's learning needs should be the primary focus of all decisions impacting the work of the school.
- ❖ All students are expected to succeed; failure is not an option.
- ❖ Teaching and learning occur best in a safe and comfortable environment.
- ❖ Student achievement is enhanced by mutual respect between students and staff.

**WELCOME REMARKS:**

Welcome to Pahrnagat Valley Middle School,

Wow, summer is over already! I look forward to working with each of you during the new school year. There have been numerous changes over the summer as you can tell. With all the changes, one thing has stayed the same; the staff and I are committed to you personally and to your future. Our emphasis will remain on student learning and student achievement. There will be many opportunities for you here at PVMS. It is my hope that you will take advantage of these opportunities and get involved in **your** school.

Mr. Mike Strong  
Principal

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**2014-2015 LINCOLN COUNTY DISTRICT ADMINISTRATION AND STAFF**

Mr. Steven Hansen.....Superintendent  
Mrs. Sarah Somers.....District Secretary  
Mrs. Ginger Shumway.....Financial Manager  
Mrs. Debi Bradfield.....Secretary  
Mr. Jim Manner.....Network Administrator  
Mr. Joseph Lamb.....IT Specialist

**LINCOLN COUNTY SCHOOL BOARD OF TRUSTEES**

Mr. Patrick Kelley.....President  
Mr. Wade Poulsen.....President Pro tem  
Mrs. Janice Barr.....Clerk  
Mrs. Peggy Rowe.....Treasurer  
Mr. Tyrus Mizer.....Member

**2014-2015 STUDENT BODY OFFICERS**

Abby Egbert.....President  
Jade Mortensen.....Vice-President  
Kaitlin Higbee.....Secretary

**PAHRANAGAT VALLEY MIDDLE SCHOOL STAFF**

Mr. Mike Strong.....Principal  
Mr. Tory Frehner.....Asst. Administrator  
Mrs. Taunya Mortensen.....Secretary

**Certified Staff:**

Mrs. Brooke Foremaster.....Life Skills, Yearbook  
Mrs. Emilee Frehner.....Counselor  
Mr. Tory Frehner.....Asst. Administrator, History, Drama  
Mr. Brett Hansen.....Physical Education, Health  
Mr. David Hansen.....English  
Mr. Eric Hansen.....Math  
Mr. Robert Hansen.....Welding, Woodworking  
Mrs. Amy Huntsman.....English, Computers  
Mr. Michael Strong.....Special Education  
Mr. Wes Wilson.....Science, Agriculture

**Classified Staff:**

Mr. Ken Back.....Maintenance  
Mrs. Susan Higbee.....Custodian  
Mrs. Rachel Hosier.....Food Service  
Mr. Ryan Rhodes.....Custodian/Maintenance  
Mrs. Kathy Taylor.....Resource Aide

**Organization Advisors and Coaches:**

Mrs. Brooke Foremaster.....M.S. Yearbook Advisor  
Mr. Tory Frehner.....M.S. Advisory Director, 6th Grade Class Advisor  
Mr. David Hansen.....7<sup>th</sup> Grade Class Advisor  
Mr. Wes Wilson.....8<sup>th</sup> Grade Class Advisor

# NEVADA DEPARTMENT OF EDUCATION

## CODE OF HONOR

There is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration, and the community. The learning process requires students to think, process, organize and create their own ideas. Throughout this process, students gain knowledge, self-respect, and ownership in the work that they do. These qualities provide a solid foundation for life skills, impacting people positively throughout their lives. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one's honor. Students demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way.

### **What is cheating?**

Cheating or academic dishonesty can take many forms, but always involves the improper taking of information from and/or giving of information to another student, individual, or other source. Examples of cheating can include, but are not limited to:

- ◆ Taking or copying answers on an examination or any other assignment from another student or other source
- ◆ Giving answers on an examination or any other assignment to another student
- ◆ Copying assignments that are turned in as original work
- ◆ Collaborating on exams, assignments, papers, and/or projects without specific teacher permission
- ◆ Allowing others to do the research or writing for an assigned paper
- ◆ Using unauthorized electronic devices
- ◆ Falsifying data or lab results, including changing grades electronically

### **What is plagiarism?**

Plagiarism is a common form of cheating or academic dishonesty in the school setting. It is representing another person's works or ideas as your own without giving credit to the proper source and submitting it for any purpose. Examples of plagiarism can include, but are not limited to:

- ◆ Submitting someone else's work, such as published sources in part or whole, as your own without giving credit to the source
- ◆ Turning in purchased papers or papers from the Internet written by someone else
- ◆ Representing another person's artistic or scholarly works such as musical compositions, computer programs, photographs, drawings, or paintings as your own
- ◆ Helping others plagiarize by giving them your work

All stakeholders have a responsibility in maintaining academic honesty. Educators must provide the tools and teach the concepts that afford students the knowledge to understand the characteristics of cheating and plagiarism. Parents must support their students in making good decisions relative to completing coursework assignments and taking exams. Students must produce work that is theirs alone, recognizing the importance of thinking for themselves and learning independently, when that is the nature of the assignment. Adhering to the Code of Honor for the purposes of academic honesty promotes an essential skill that goes beyond the school environment. Honesty and integrity are useful and valuable traits impacting one's life.

***Questions or concerns regarding the consequences associated with a violation of the Code of Honor may be directed towards your child's school administration and/or the school district.***

**Resources: Cheating policies from Clark and Washoe County School Districts' secondary schools; Foothill Community College**

For a complete copy of the Code of Honor policy, please inquire at the office.

## Lincoln County School District

### Notification of Rights under Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible student”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students need to submit to the Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate education interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health and medical staff and law enforcement unit personnel); a person serving on the Governing Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the *District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

**LINCOLN COUNTY SCHOOL DISTRICT**  
**NOTIFICATION OF RIGHTS UNDER THE**  
**PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U. S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice* and an *opportunity to opt a student out of* -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency; inclusive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except *for* hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell to others distribute the information to others.

- *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## LINCOLN COUNTY SCHOOL DISTRICT POLICIES

### Attendance Laws

Listed below are some important laws found in Nevada Revised Statutes that pertain to a child's attendance at school.

**NRS 392.040** - Child between 7 and 17 years of age: Attendance in public school. (Excerpt)

1. ....Each parent (or) guardian...having control or charge of any child between the ages of 7 and 17 years shall be required to send such child to a public school....

**NRS 392.120** - Penalty for false statements concerning age or school attendance of children. (Excerpt)

1. Any parent, guardian or other person who makes a false statement concerning the age or school attendance of a child under 17 years of age who is under his control or charge, the false statement being made with intent to deceive shall be guilty of a misdemeanor.

**NRS 392.130** - Truant Definition: report of child as truant.

Within the meaning of this chapter, a pupil shall be deemed a truant who is absent from school without the written approval of his teacher or the principal of the school, unless the pupil is physically or mentally unable to attend school. The teacher or principal shall give his written approval for a pupil **to be** absent if an emergency exists or upon the request of a parent or legal guardian of the pupil. Before a pupil may attend or otherwise participate in school activities outside the classroom during regular classroom hours, he must receive the approval of the teacher or principal. (Emphasis added)

Absences for any part of a day shall be deemed a truancy for the purposes of this section.

If a pupil is physically or mentally unable to attend school, the parent or legal guardian or other person having control or charge of the pupil shall notify the teacher or principal of the school orally or in writing within 3 days after the pupil returns to school.

An absence, which has not been approved pursuant to subsection 1 or 3 shall be deemed an unapproved absence.

**NRS 392.140** - Habitual Truant. Definition; declaration in succeeding year.

Any child shall be declared an habitual truant who shall have been deemed a truant three or more times within the school year.

Any child who has once been declared an habitual truant and who in an immediately succeeding year is absent from school without valid approval may again be declared an habitual truant.

**NRS 392.210** - Failure of parent (or) guardian to comply with provisions; misdemeanor; penalty.

1. Any parent, guardian or other person who has control or charge of any child and to who notice has been given of the child's truancy as provided in NRS 392.130 and 392.140, and who fails to prevent the child's subsequent truancy within that school year, is guilty of a misdemeanor.

**NRS 392.220** - Penalty for abetting truancy, unlawful employment. (Excerpt)

Any person who induces or attempts to induce any child to be absent from school unlawfully, or who knowingly employs or harbors any child is guilty of a misdemeanor.



**NAC 389.040** - “Unit of credit” defined.

1. “Unit of credit” means an amount of credit, which is awarded to a pupil for his successful completion of a course containing at least 120 hours of instruction or the equivalent.

The Nevada Administrative Code (NAC) 389.040 which defines a “unit of credit” has been interpreted by school districts to refer to “seat time” or attendance of students in class to receive credit.

### **Attendance Policy**

Nevada Revised Statutes (NRS) requires that every student between seven years of age and seventeen years of age attend school every day that school is held. The school district may grant excused absences for legitimate needs of students and parents through the building administrator. The district encourages all students or parents who know their child will be absent to arrange with the teacher to get assignments prior to the absence.

The following absences would be considered approved and therefore not trancies:

1. The pupil is physically or mentally unable to attend school and the parent or legal guardian notifies the principal (school) of the absence, at least within three days after the pupil returns to school. (Preferably, notify the school the day of the absence).
2. The parent or legal guardian requests in advance that the pupil be allowed to be absent from school.
3. The principal of the school provides a written approval for the pupil’s absence.

The following Policy statements also apply to attendance.

4. In all cases of excused absences, students will be allowed to make up assignments and test administered while they were absent. The student and teacher will agree on a reasonable time limit for completion of any makeup work. It will be the responsibility of the student to contact the teachers on the day of his/her return to school to arrange to complete makeup work.
5. Students deemed truant will not be allowed to make up work or test administered during their absence. They will receive a grade of “F” on that day for all assignments not turned in or tests given during their absence.
6. Students who accumulate excessive absences will be notified that they have been excessively absent. Students who are excessively absent will be given incompletes until such time they demonstrate to the teacher that they have gained the skills and knowledge necessary to obtain credit for the course. They may also be given lowered grades because of the absences. Incompletes must be cleared within (4) weeks or the grade reverts to an “F”. In cases of special health problems, arrangements are to be made with the building principal to complete the necessary requirements.

**Bus Students**

When a student enters a school bus, he/she comes under the supervision of the school. The bus driver is in complete charge. The rules and regulations of the school district are to be carried out and the bus driver and chaperons are to be obeyed at all times. Students are not to be aboard buses during school hours while buses are parked in the parking lots.

Due to insurance restrictions, only school students and employees will be permitted to ride the school buses, except adults who are asked to help supervise and are assigned as chaperons.

**Lincoln County School District Bus Safety Contract**

Lincoln County School District is very interested in the safe transportation of students. The combined efforts and cooperation of students, parents, and school personnel are essential in maintaining a safe transportation program.

\_\_\_\_\_ will as part of the school experience enter, ride, and depart school buses to and from school, and to all other school activities providing that his/her parent or guardian gives written permission. It is understood that each student will be given proper instruction on the safe procedures of riding on a school bus. This signed contract shall serve as a binding contract between student and parent or guardian and bus driver and/or Lincoln County School District. This contract contains the complete agreement of the parties and no verbal agreement of understanding modifies the terms hereof. The student must assume responsibility for following safe practices and subscribe to the following safety pledge or lose the privilege of school bus transportation:

- 2. To follow all school bus safety rules.
- 3. To behave in an orderly manner while waiting, entering, riding, and departing the school bus.
- 4. To remain seated at all times and refrain from any activity that would be detrimental to student safety.
- 5. Not extend any part of your bodies out of the bus or throw any items out of the school bus.
- 6. To have written permission from parents of changes to ride, to be dropped off, or not to return home on the school bus before departure.
- 7. Not to eat, drink, or bring food, drink, animals, tobacco, alcohol, illegal drugs, weapons or other items on the school bus that would interfere with student safety.
- 8. Not to do damage to any part of the school bus or fellow students or their property.
- 9. To follow all school rules as outlined in your student handbook.
- 10. To follow the bus driver’s directions at all times, especially when entering and departing the school bus.

**Misconduct Process**

The bus driver is to handle discipline problems. The first misconduct will be documented by the bus driver. Detention of the student is to be handled by the bus driver. The second misconduct will be documented by the bus driver. Detention of the student is to be handled by the bus driver. A school administrator should be advised by the bus driver which may result in the suspension of the student from the privilege of school bus transportation. The third misconduct and any subsequent reports are to be documented by the bus driver. Detention of the student is to be handled by the bus driver. A school administrator should be advised by the bus driver which may result in suspension of the student from the privilege of school bus transportation. A severe breach of student misconduct may immediately suspend the student from the privilege of school bus transportation. The student and parent or guardian agree to hold the bus driver and/or Lincoln County School District harmless for injuries to any student or guest while in any phase of the student transportation process.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Discipline Policy/ Student Conduct

### Student Conduct

High schools in Lincoln County are public institutions. As such we are bound to uphold the School Board policies and the Constitution and Laws of the State of Nevada.

The purpose of a school is to educate, and provide a forum for new thought, new ideas and direction for each student. Not only is the student being prepared academically with skills that will provide future jobs, but socially, so that the student is an asset to his or her family and community. The Board recognizes that teaching by example is the primary means of education; all staff must remember that they are being continuously observed by students and that their actions and demeanor will be reflected in the conduct of the students. The Board expects all staff to be involved in monitoring, guiding and enforcing student conduct at all times. The principal may suspend or recommend expulsion of a student who violates one or more of the specific standards stated in this policy, if the violation takes place on school grounds or at school sponsored activities.

### Oral and Written Expression

Public school is the proper forum for the expression, discussion, and debate of ideas. However, the Board prohibits any expression which interferes with or detracts from the orderly learning environment or efficient operation of any school.

Students must respect not only each other but also respectfully respond to written and verbal directions given by all school personnel. No student shall engage in any form of expression which is obscene, slanderous, contains fighting or abusive words or materially disrupts the work, activities, or functions of a school. Prohibited acts include, but are not limited to:

- Using profanity. (Using words which are clearly considered profane by contemporary community standards of behavior.) (NRS 392.480;207.270; Could apply under NRS 200.0409 provoking an assault.)
- No student shall engage in behavior which is immoral, indecent, disreputable or of an overly romantic, affectionate or sexual nature in the school setting. (Also applies to sexual assault, indecent exposure and/or lewdness.)
- Being obscene in words or gestures. (Using words and actions which describe sexual conduct as to appeal to prurient interest in sex; or portraying sex in a manner offensive to contemporary community standards and without serious literary, artistic, political, or scientific value. Could apply to both NRS 210.235 and .257; also civilly under sexual harassment.)
- Using derogatory, defamatory, or abusive language. (Using words which are spoken solely to \*harass or \*injure other people, **threaten violence, or defame the character, race, religion, sex, or ethnic origin of another person.** (These apply under NRS 170.060, the others under NRS 200.510 for libel if information is published or threatened to be published.)
- Being in any manner disrespectful or insubordinate to any teacher, staff member, or student, except where a student feels threatened by possible violation of their person physically, mentally or emotionally. (Would apply under NRS 392.463, if the child is severely unmanageable by both school and parents.
- Hazing or harassing of students will not be tolerated. Any student who subjects other acts which tend to disgrace or degrade is guilty of hazing or harassment. These acts include, but are not limited to verbal and/or cyber harassment/ bullying.

### Types of Inappropriate Actions:

- **Arson :** The intentional setting of fire. (NRS 205.005, .010, .015, .020, .025 defines first through fourth degree arson.)

- **Assault :** Students are prohibited from assaulting anyone on school property or at any school-related event. Any of the following actions constitutes an assault: Intentionally or knowingly threatening another with imminent bodily injury. (Assault is an unlawful attempt, coupled with the present ability to commit a violent injury.)
  - **Battery :** An unconsented touching or application of force to another person. Intentionally, knowingly, or recklessly causing bodily injury to another. Intentionally or knowingly causing physical contact with another when the student should know or reasonably believe that the other will regard the contact as offensive or provocative.
  - **Bullying and Harrassment:** A willful act of course of conduct (sexual or slanderous, intimidating or verbal) on the part of one or more pupils which is not authorized by law and:
    - Which exposes a pupil repeatedly and over time to one or more negative actions which is highly offensive to a reasonable person and:
    - Is intended to cause and actually caused the pupil to suffer harm or serious emotional distress.
  - **Burglary:** Illegal entry with the intent to commit a crime.
  - **Disturbing the peace:** Maliciously and purposely interfering with or disturbing persons in school. (NRS 392.480)
  - **Extortion, blackmail, or coercion:** Obtaining money or property by violence or threat of violence or causing someone to do something against his or her will by force or threat of force.
  - **False fire alarms and bomb threats:** Activating a fire alarm for other than the purpose to which it was intended or falsely reporting a bomb. (NRS 202.840-850)
  - **Gambling:** Playing games of chance for money.
  - **Harassment:** Harassment is any verbal, visual, physical, or sexual (see *sexual harassment*) conduct that is sufficiently severe, persistent, or pervasive that it adversely affects, or has the purpose or logical consequence of interfering with the student's atmosphere. Consequences: investigation by principal, suspension, or expulsion. (NRS 200.571, NRS 388.125)
  - **Hazing:** Hazing of students is prohibited and principals are to take disciplinary action with students who violate this policy. Hazing is an act which tends to injure, degrade or disgrace another individual. (NRS 200.605--Could apply under NRS 200.490 provoking an assault or NRS 200.510 libel.)
- Intimidation:** A willful act or course of conduct that is not otherwise authorized by law and is:
- Highly offensive to a reasonable person; and
  - Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person. (NRS 388.129)
- **Larceny:** Theft from the school, from its employees or from other students.
  - **Littering:** On or near the school grounds. (NRS 207.270)
  - **Lying/cheating:** Students are prohibited from engaging in or attempting to engage in cheating, plagiarism, or falsification. Cheating includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantages of any form of academic work. Plagiarism includes copying of the language structure, idea, and/or thought of another and representing it as one's own original work. Falsification includes the verbal or written statement of any untruth. (Could apply under NRS 205.380 for obtaining money or property under false pretenses or NRS 205.390 for obtaining signatures by false pretenses.

- **Misconduct on school vehicles:** Any action which creates a safety hazard or distracts the attention of the driver. See Section on Pupil Management. (NRS 203.100)
- **Robbery:** Stealing from an individual by force or by threat of force.
- **Sexual Harassment:** May include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature from students, peers, or any other person on school property or at a school sponsored event when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an educational program or to create an intimidating, hostile, or offensive educational or work environment. Consequences: Investigation by principal, suspension, expulsion, referral to police if appropriate. (NRS 200.605)
- **Trespass:** Being present in an unauthorized place or at an unauthorized time or refusing to leave when ordered to do so. Students visiting at other than their assigned school must first obtain written permission from the building principal or his/her designee. (NRS 393.070; 207.270 also applies—loitering about schools, public places where children congregate.)
- **Vandalism and Malicious Mischief:** Willful and malicious injuring, marking or defacing any public school house, its fixtures, books, or appurtenances. See Restitution for Damages, Management Section. (NRS 393.070 and .170)
- **Weapons:** Weapons or items capable of inflicting bodily harm may not be carried to, from or used at school. Consequences: Suspension or Expulsion.

**Furthermore, any violation of other state criminal laws or local ordinances are inappropriate actions at school or school sponsored activities and will result in an investigation by the school officials who will determine consequences based upon subjective and objective perspectives in light of all relevant circumstances.**

### Three Levels of Discipline

#### Level One: Discipline Begins with Parents and Students

- A) Appropriate Language
- B) Appropriate Dress
- C) Attendance
- D) Tardiness
- E) Behavior

The first level of discipline begins with parents and the students themselves. Appropriate language, dress, attendance, and behavior are the first steps towards avoiding the discipline processes that the school must provide. The school wants to support parents and families in their desire to educate their student. The school would like to be involved in the discipline of each student in a minimal way. If each family would discuss (See Student Conduct) what constitutes appropriate language, dress, attendance, tardiness, and behavior in a school setting then discipline could largely remain in the parent's hands.

#### Level Two: Teachers and Staff

- A) Written Assignments regarding behavior
- B) After school detention with teacher
- C) Meeting with Parents and Students
- D) Behavior Grades
- E) Ineligibility with School Activities

Teachers are responsible for discipline in their respective classrooms, in the halls and generally on school property or at school functions. Teachers have a clearly thought out personal discipline philosophy and classroom rules that reflect that philosophy. A variety of tactics should be used in order to meet the needs of differing students and

classroom situations. Altering seating arrangements, time-out, one-to-one visits, and progressive discipline are just a few of the tools that teachers may use to establish and maintain good classroom discipline. A parent contact letter is available to communicate information to the home concerning a student.

### **Level Three: School Level-Referral to Principal**

When teachers or staff members have tried all of their discipline methods with no success, the student is to be referred to the Principal. It is at this level that more stringent consequences will be assigned. The hope is that students will solve the problem with the teacher and not need to be referred to the office. The principal, depending upon the offense, has several levels of discipline that can be utilized. These levels generally go in the following order:

- A) Strong warning – can involve other assignments to the student.  
Also, Principal meets with the teacher involved.
- B) In House Suspension – One Day
- C) In House Suspension – Two Days
- D) School Suspension – One Day
- E) School Suspension – Two Days
- F) School Suspension – Three Days
- G) School Suspension – Ten Days
- H) Alternative School Setting
  - Half-Day Attendance
  - Restricted Lunch Times
  - Restriction to the School Site
  - Home School
- I) Expulsion

### **The following behaviors are grounds for immediate suspension:**

1. Extreme vulgarity towards other students or staff
2. Insubordination to staff
3. Sexual Harassment
4. Vandalism to school properties
5. Threatening another student(s)

There are certain cases which will be referred directly to the principal including, but not limited to: weapon violations, assault, battery, harassment (verbal, physical, visual, or sexual), The principal will investigate complaints of any inappropriate behavior, and will ensure the proper disciplinary procedures are followed including notice to parents and involving law enforcement when necessary.

According to NRS 392.466, any student who shows habitual discipline problems can be referred for permanent expulsion or home schooling.

### **Pahranagat Valley Middle School Student Law, District Polices, and Handbook Comparisons with regard to the discipline policy.**

#### **Weapons:**

Handbook: P. 12-14. Items capable of inflicting bodily harm, can't be carried to, from, or used at school.  
CONSEQUENCES: Suspension or Expulsion.

District Policy Manual: P. 25. Weapons on the list. Consequences: first time possible expulsion for a period of time. Repeated offense: Possible permanent expulsion.

NRS Statues: NRS 392.466: Statues call for suspension or expulsion of pupil for batter on employee of school, possession of firearm, or dangerous weapons, sale or distribution of controlled substances or status of a habitual disciplinary problem. First occurrence: suspension or expelled for at least one semester. (Alternative or home schooling for that period of time) Second occurrence: Can be permanently expelled.

Firearm: First occurrence -1 year expelled

Second occurrence – permanently expelled

NRS 393.410: Dangerous weapon list/ knife is listed if blade is 2 inches long or longer.

### **Battery and Assault**

Handbook: P. 12-14. Intentionally or knowingly threatening another with bodily injury, Unlawful attempt, coupled with present ability to commit violent injury.

Consequences: Expel or Suspend.

District: P. 24: Expel

NRS Statues: 200.278: 62.930: If a child is currently enrolled unlawfully and causes or attempts to cause serious bodily injury; the court shall provide information to that school.

200.471: Unlawful attempt, coupled with ability to commit a violent injury on the person of another.

392.480: Disturbance of school; threatening or assaulting pupil or school employee; interference with persons peaceably assembled for school.

All of the above are a misdemeanor.

### **Habitual Disciplinary Problem**

Handbook: P. 14-15, Continuous problems with principal referrals/ at the principal's discretion to place student in an alternative setting.

District Policy: P. 35, 7701: 10 days in school suspension from classes in a supervised area,

7702: Exclusion from attendance due to detrimental effect on others and to the school education process can be temporary or terminal.

The principal in written report to the superintendent must report all exclusions. If appealed student stays in school until the board makes a decision.

The Principal cannot re-enroll without permission and without written notice from the Superintendent. There must be fulfillment of the original exclusion order.

NRS Statues: 392.465: There must be written evidence in during one school year of behavior threatening to student, teacher, or initiating two fights or 5 suspensions for any reason.

392.466: Can be permanently expelled.

392.070: Alternative schooling or home schooling.

### **Alcohol/Controlled Substances/Narcotics**

Due of the concern of the Board as well as the legal statues regarding the use of substances which are controlled any student using or being in possession of an alcoholic beverage, a controlled substance, and/or narcotics at any time whether on campus or off campus will have the following procedures applied:

#### **FIRST VIOLATION:**

Meeting with the principal, parents and school counselor. At this meeting, the principal will possibly recommend an assessment by a substance abuse counselor depending on the individual situation and as well as a short educational approach provided by the school counselor. (If on a team the following measures have been approved by the Board.)

#### SECOND VIOLATION:

A meeting will be held with the Principal, school counselor, and parents to work out discipline and programs. If the student is an athlete, he/she will be ineligible and **must** take part in counseling before becoming eligible in any sport.

Any student who possesses, sells, or uses illegal drugs on school property will be immediately removed by the school premises. Charges will be filed with the local law enforcement. Alcohol is considered an illegal drug for minors.

#### **Tobacco Products**

Tobacco is also considered an illegal substance for anyone under 18. The preceding steps will be taken towards any student involved with the use of tobacco.

#### **NOTICE OF CONSEQUENCES**

The Governing Board and staff of the Lincoln County School District are committed to keeping our schools safe for all students. It is important that each student understands the consequence of becoming involved in the use and/or possession of a controlled substance (drugs or alcohol) and/or dangerous objects. Any of these offenses will be reported to the proper legal authorities. **Suspension is mandatory upon the first offense for violations related to weapons.**

#### **THESE REGULATIONS APPLY TO STUDENTS IN THE FOLLOWING SITUATIONS:**

1. On school ground (this includes the parking lot, as well as vehicles on school property);
2. Going to or coming from school;
3. On lunch break, whether on or off campus;
4. At, going to, or coming from a school-sponsored activity.

#### **Dress Code**

All students are expected to be groomed and to dress appropriately with respect to the following criteria: (This policy affects students during regular school and at all school sponsored activities, including school transportation.)

1. Cleanliness—Students are expected to keep themselves well groomed and neatly dressed so they do not constitute a health or safety hazard.
2. Clothing—All clothing shall be clean and worn in such a fashion as to insure a decent appearance.
3. Educational distraction—Grooming and dress shall be appropriate to the school situation and of a style that is not so unusual or bizarre as to constitute a distraction or cause disruptions in the school or interfere with the educational opportunities of the other students.
4. Prohibited clothing—Clothing that advertises tobacco, drugs, or alcohol, or is obscene, vulgar or profane, or that is revealing such as mini-skirts, tank tops, tube tops, muscle shirts, see-through, bare midriff, braless, strapless (exception, strapless evening wear may be worn at formal dances), fishnet, spaghetti straps, boxers, spandex-like material or bodysuits as outer garments or which are worn in a revealing manner. Shirts must have a capped sleeve.
5. Shorts/skirts—Shorts, skirts, dresses, or long shirts are acceptable and appropriate provided that they are of such cut and fit that they are not revealing. The unsagged length must be 6" above the knee (while kneeling) or longer on the respective person wearing the attire.



6. Holes in shorts or pants—Holes in shorts or pants may be worn provided that the holes do not reveal skin above the knee when worn unsagged on the respective person wearing the attire.
7. Sagged clothing—Saggs must be worn at least hip height and not reveal underclothing or any natural part of the human anatomy of the person wearing the clothing.
8. Hats—Wearing of hats, caps bandannas, etc. is prohibited in cafeterias and assemblies. Teachers may prohibit the wearing of hats, caps, bandannas, etc. in their respective classrooms.
9. Footwear—Shoes or sandals shall be worn during school hours and at school-sponsored activities. (No bare or stocking feet.)
10. Hair styles or dress—Hair styles or dress that may be hazardous will not be permitted in such areas as shops, laboratories, physical education, arts etc.
11. Clothing that may cause damage—Articles of clothing that cause physical damage such as cleated boots, shoes that scratch floors, and clothing with metal rivets with scratch furniture are unacceptable.
12. Extra-curricular activities and sports—Clothing normally worn when participating in a school sponsored extra-curricular or sports activity may be worn to school when approved by the Principal. Examples are cheerleader outfits, drill team and band uniforms, team shirts, accommodations for special occasions such a homecoming or events days at school and the like.

Principals are authorized to make this policy more restrictive for their respective schools, but shall not diminish it.

Any student deemed in violation of the dress code will be required to find clothing that meets the code or other appropriate action to correct the situation will be taken.

### **Entrance Requirements**

The following regulations apply to all students who are enrolling in a school under the direction of the Lincoln County School Board for the first time:

- ▶ Pupils entering Lincoln County Schools for the first time shall be accompanied by a parent or legal guardian or a person with whom custody has been entrusted. Proof of guardianship or custody **will be** required before a pupil is enrolled.
- ▶ Pupils entering Lincoln County Schools shall present a birth certificate or other satisfactory evidence of age.
- ▶ Pupils entering Lincoln County Schools for the first time must present a health record which meets the requirements of NRS 392.435, which is a law requiring immunization of pupils.
- ▶ THE FOLLOWING VACCINATIONS ARE REQUIRED:

Polio	Series of three oral or injectable (in any combination) of total of four applications, No booster necessary unless high-risk, travel or epidemic exposure expected.
DT	Any combination of DT, DTap, or DTaP Hib for a total of five injections Booster every ten years
MMR	The State of Nevada requires that two shots are received, one before entering elementary school and the second during high school.
Hepatitis A	A series of two shots given over a six month period.
Hepatitis B	A series of three shots given over a six month period.
Tdap	Required in High School.

If the student plans to go to College or live in a group setting, you will have to obtain a meningococcal vaccine—any time after age 11. DT and MMR are required to be administered sometime between the age of 11 and entrance into high school.

### **Emergency Situations** (Notice to Parents)

**Immediate Evacuation of the School:** This could be due to a threat to the school, or an unsafe area within the school. We evacuate the school, and depending upon the type of emergency, we either are allowed to come back into the school, or we re-locate to the relocation area. The relocation area is the LDS church parking lot. This is where the parents and the students are re-united and announcements are made regarding the rest of the school day. If it is due to a chemical spill that is not immediately life threatening, the students will be loaded on a bus and taken to a safe area arranged by the police. Whatever is done for the school, is also done for the town. You will be notified where to go. When we all reach the safe areas, the school will then reunite student to parent.

**Shelter in Place:** This is where there is a chemical spill on the high way. We will be notified by the Police and will immediately seal the school down. Do not come to the school. You and your family will be given the same type of warning. Immediately shut all your doors; tape plastic bags over your windows, and shut off coolers and heaters. You want to make your house as air tight as possible. No one is to go outside, until we get the “all clear” sign from the Fire and Police Department. This is a very serious situation, and we have supplies at the school ready for this type of emergency. When we get the all clear, then all the students from all three schools will be taken to the LDS Church to reunite with their families, unless the Fire and Sheriff Department decide to further evacuate the town. In that case, we will all meet wherever they assign us.

**Lock Down:** This is done if there is a dangerous intruder or situation going on in the school. All three schools go into lock down, if one of the schools does. Lock down is also a very serious situation. Do not come to the school. We have been trained, and have done drills with both students and the emergency teams. (Police, Fire, EMTs). If parents come to the school they will endanger themselves and their students. As soon as the emergency is under control, the Police will escort the students to the relocation area ( LDS Church Parking Lot).

All three schools (elementary, middle, and high school) are trained, equipped and ready to fulfill their obligations towards your students. Please be patient, and do not flood the school with phone calls. We will call you. We will eventually relocate your children to you at the designated areas. We feel the great weight of the responsibility for the lives of your children, and have done a great deal of work to insure their safe return to their families.

The district and each school all have critical incident plans regarding the above, and other areas of concern. Each school has a copy of their policy. Please feel free to review the entire policy by contacting the secretary.

### **Fire Drills**

Fire drills will be held as per NRS 392.450. Fire drills are required monthly. Copies of fire escape route diagrams and fire drill information shall be posted in every classroom.

### **Grade Point Average Calculation Scale**

Student Grade Point Average (G.P.A.) is calculated and determined by the following scales:

Standard Courses

A = 4.00  
B = 3.00  
C = 2.00  
D = 1.00  
F = 0.00

Added Value Courses

A = 4.025  
B = 3.025  
C = 2.025  
D = 1.025  
F = 0.00

### **Honor Roll Students**

The board desires to acknowledge the scholastic achievements of all students. The Honor Society shall be utilized to provide this recognition. A student may qualify for the Honor Society by meeting the following standards:

- A. Students must be registered for five credits.

- B. To be placed on the honor role, the students must have an average of 3.5 or above. All straight “A” students are to be placed on a special honor roll and listed first in any publicity reports

### **Internet Use Policy**

#### **Purpose of Lincoln County Inter-Net:**

The purpose of Lincoln County Inter-Net is to advance and promote a world-class public education. Internet is intended to assist in the collaboration and exchange of information between and among schools, school offices, the Nevada-Net, and other State and educational entities as well as provide access to the world of information via networking facilities like the Internet.

#### **Internet Use by the Public Schools:**

All use of Internet shall be consistent with the purpose, goal, and mission of the network. Successful operation of the network requires that its users regard Internet as a shared resource, and cooperate to form a community of diverse interests in an effort to promote educational excellence and provide world-class education. It is therefore imperative that Internet users conduct themselves in a responsible, decent, ethical, and polite manner while using the network. Further, they must abide by all local, state and federal laws. To ensure the smooth and continued operation of this valuable resource, members must accept the responsibility of adhering to high standards of professional conduct and strict guidelines.

The intent of the Lincoln County School District Acceptable Use Policy is to ensure that all uses are consistent with its stated purpose, goal, and mission. It is important to recognize that with increased access to computers and people all over the world also comes the availability of controversial material that may not be considered of educational value in the context of the school setting. The Lincoln County School District recognizes the importance of each individual's judgment regarding appropriate conduct in maintaining a quality resource system. And while this policy does not attempt to articulate all required or proscribed behavior by its members, it does seek to assist in such judgment. (Please refer to the internet use policy issued upon registration for more information.)

### **Lunch Program**

Children need healthy meals to learn. In addition to a reduced cost breakfast program (\$1 for K-6, \$1.25 for 7-12), Pahrangat Valley Middle School offers healthy lunches every school day for \$3.25 for 6<sup>th</sup> graders and \$4.25 for 7<sup>th</sup> graders). Your child may qualify for free or reduced price meals. The cost of the reduced meals \$.40 for lunch, breakfast is free. To apply for free or reduced price meals, contact the office for an Application for School Meal Benefits. *Please note that if any account reaches a -25, the student will receive an alternate meal for \$1 per day until the account is paid. If the total then reaches -35, the students will not be allowed to eat school lunch until the account is paid in full.*

### **Media Release**

The Lincoln County School District is required to obtain a release from parents/guardians of students in LCSD in regards to releasing your child's photo or likeness for publication in the following venues:

- School or District Newsletters
- School or District Report to the Community
- School or District Websites
- Local Newspapers
- School Yearbooks
- Activity Program (ie: drama playbill)
- Athletic Program Publications (ie: football program)

If you choose to withhold consent, your child's photo will not be released for publication in the above venues.

**Please note:** The Media Release Form does not control when members of the press come onto school campuses to talk to students and take pictures for a story. If you do not want your child talking to a member of the press, we suggest your instruct him/her not to comment when approached by a media representative.

## **NONDISCRIMINATION STATEMENT**

Pahrnagat Valley High School does not discriminate on the basis of race, color, gender or national origin in the educational programs or activities which it provides.

This nondiscrimination policy includes:

- ❖ Vocational programs
- ❖ Counseling services for students
- ❖ Access by students to educational programs
- ❖ Course offerings
- ❖ Textbooks
- ❖ Student activities

Federal law also protects students from unlawful harassment in school programs or activities. Both male and female students are protected from harassment, regardless of who is the harasser.

If you feel that your rights have been violated or that you have been discriminated against in any of the programs or services offered by Pahrnagat Valley High School, please contact the office at 775-725-3321.

### **Promotion (See NAC 389.659, NRS 385.080)**

Progress toward graduation in grades 9 through 12 is based on credits earned rather than on promotion or retention. A student's class standing will be determined once per school year by the number of credits the student has earned according to the following criteria:

#### TRANSCRIPT:

1. The student's credits will be documented by an official transcript from an accredited high school.
2. The student's credits must have been earned, as recorded on a transcript, by the first day of each school year.  
Credits earned after that date will not be counted for class standing until the next school year.

#### CREDITS:

3. Students will need 5 units of credit to qualify to be a Sophomore (10<sup>th</sup> Grade), students will need to have 11 units of credit to qualify to be a Junior (11<sup>th</sup> Grade), and 17 units of credit to qualify to be a Senior (12<sup>th</sup> Grade).

## **RELEASE OF DIRECTORY INFORMATION**

The District also makes student directory information available to specific agencies in accordance with state and federal laws. Directory Information may include the following items:

- Student's name
- Birthday
- Birthplace
- Address
- Telephone number
- Major course of study
- Participation in school activities
- Dates of attendance
- Awards

- Previous school attendance
- Height and weight of athletes

Appropriate directory information **MAY BE** provided to the following:

- Any non-profit agency
- Employers and prospective employers of students
- News media including newspapers, magazines and radio stations

Directory Information **MAY NOT** be provided to:

- Private profit-making organizations

Names and addresses of senior or terminating students may be given to public or private schools and colleges.

Upon request from the parent of a student age 17 or younger, the District will withhold directory information about the student. If the student is 18 years or older or enrolled in an institution of post-secondary instruction, the pupil's request to deny access to directory information will be honored.

### **Sex Education**

Assembly Bill No. 552 --Committee on Education, Chapter 714. An Act relating to education; requiring each county school district to establish a course of instruction for pupils in public schools concerning Acquired Immune Deficiency Syndrome and the human reproductive system; requiring a notice of the course to a parent or guardian and a form for consent to be included in the registration material for each pupil.

### **Student on Probation or Parole**

The fact that a student is on probation or parole shall not in itself be the cause of any kind of special status or treatment. However, the records of such students should be carefully evaluated to determine whether there is reason to anticipate dangerous or disruptive behavior. Any student enrolling who is on parole from a correctional institution or is on probation locally shall be accepted providing the principal has reviewed the record and determines that the student's behavior does not constitute an inordinate risk to the safety or orderly conduct of the school. The principal should cooperate fully with the institution and make use of the testing and guidance department and parole officer as needed in promptly reaching this determination.

### **Truancy**

According to NRS Statutes, in the event that a student is truant, the principal or the truant officer will:

First Time	Call Parents, receive a zero for all missed work.
Second Time	Parent Conference and subject to Nevada Revised Statute.
Third Time	Student suspended and law enforcement officials will be called.

### **Visitors or Guests**

All alumni or other visitors to school facilities in the Lincoln County School District shall be considered as guests and must report into the school office to clear their intended business. At the completion of said business, these individuals are expected to leave the facility and not loiter on or about the campus. All guests shall be expected to abide by school policy and procedures.



## **PAHRANAGAT VALLEY MIDDLE SCHOOL POLICIES**

### **Extra-Curricular Trips**

Any student who leaves on a student trip in a school vehicle shall return home in a school vehicle, unless:

1. Written permission of a parent or guardian is filed at the school prior to departure, authorizing return with a specific individual.
2. The parent or guardian, being present at the school activity, requests to bring the student home, in which case they notify the school personnel in charge so the student's name can be crossed off the roster.
3. Illness or injury of a student requires medical attention.

Students, while on trips for the purpose of interscholastic league competition, education field trips and other activities are under the authority of the school and are subject to the same standards of conduct as on school premises during regular hours of the school day.

### **Fees**

Registration fees for all students are \$40.00. When this registration fee is paid, the student will obtain a student activity card. The student activity card entitles students free admission to all home athletic events. Students are to present their activity card at all school sponsored activities or pay adult prices. No student will be allowed to participate in any extra-curricular activities until registration fees are paid. If the student withdraws from school during the year, they will be entitled to a refund according to the amount of school completed (\$7.50 per quarter), and will surrender their student activity card to the office. In addition, there is a required uniform for all students participating in a PE class. They are available in the office for \$15 (Shirts are \$7.50, Shorts are \$7.50).

Additional fees for the expense of consumable materials in vocational classes may be charged. All fees should be paid by September 4; otherwise special arrangements will need to be made with the office staff.

### **Fund Raising Policy**

All fund raising activities are coordinated through the Student Council and approved by the principal. Requests for fund raising activities must be presented to the Student Council with a note from the advisor authorizing the activity. Please see Student Activities.

### **Insurance**

Student insurance is offered through studentinsurance-kk.com to students who are not otherwise insured. Check in the high school office to receive an insurance packet.

### **Panther Pride**

Panther Pride activities are planned for those students that have demonstrated excellence in academics and citizenship. Activities may be held quarterly or as otherwise determined by administration and cost may be supplemented by fees paid by the students at the beginning of the school year. Student eligibility is determined by the following:

- Student must not have two "D"s or one "F" during the quarter for which the activity is presented for reward (usually the previous quarter)
- Student must not have been referred to the office for any disciplinary action during the quarter for which the activity is presented for reward (usually the previous quarter)

"Final" Panther Pride Activity:

- Student must not have two "D"s or one "F" during the week prior to the activity

- Student must not have been referred to the office for any disciplinary action during the quarter in which said panther pride is held
- Student must have been eligible for at least two of the three previous quarters

**Personal Electronic Devices (Cell Phones, Portable Music Devices, etc.)**

Possession of cell phones are permitted at school as long as their use does not interrupt instructional time in class. Cell phone use is not an excuse for tardiness. Ringers must be turned off during class time. Each teacher regulates student’s use of cell phones after instructional time. **Portable music devices are not to be used in the school at any time.** This is a safety issue. We must be able to communicate with the students at any moment. Students must be able to hear verbal instructions, fire alarms, or intercom warnings if an emergency occurs.

**School Building (Plant)**

The school plant is recognized as a special community resource and will be used to support not only the educational objectives and learning activities of our students but also the numerous productive community uses during off-school hours. The following fee schedule applies:

Library and Classrooms	\$15.00
Multipurpose Room	\$25.00

***All organizations (community, school, class, etc.) will be responsible for adhering to the following the guidelines:***

***The office, kitchen, and stage are strictly off limits.*** Not only is there confidential information stored in the office, but there are supplies that are for staff use only. In addition, the kitchen can only be used under the supervision of the kitchen manager and is against code to be used otherwise. Please do NOT let children on the stage for any reason. There are props, expensive equipment, and costumes that are being stored. Not only do we need to keep all of those things in good condition, but the items stored may pose a safety hazard for the children. In addition, a ***cleaning deposit of \$50*** will be required but will be returned if the building is left in good condition.

**Student Activities**

Each activity must have four adult chaperons plus an advisor. The names of the chaperons must be turned into the advisor and the principal at least by noon on the day before the activity or the activity may be canceled.

Each class or recognized organization may have two informal dances or other type functions, or a combination of one dance and one other function.

Car washes, bake sales, and drawings will not be limited as long as they are not conflicting.

Only one dance or other function will be permitted each week. Dances will be restricted to Friday or Saturday evenings. During football and basketball seasons, dances may only be held after home games

**Tardy Policy**

When a student reports to any class after the bell has rung, that student will be determined as tardy, he/she is subject to the appropriate consequences as determined by the teacher and PVHS/MS policy.

After a student has accumulated three (3) tardies in a single class during a grading period, he/she is subject to (15) minutes of detention. For each class that a student has accumulated three (3) tardies, there will be an additional fifteen (15) minutes added for detention. A Fifteen (15) Minute detention will be served for each tardy following the third for the remainder of the grading period per class. Detention will start at 3:10 and conclude at 3:25. Provided a student does not show up to detention or is late, the detention time will be doubled to thirty (30)



minutes. Finally if time is not served after doubling the detention time then a required parent conference (RPC) will be conducted.

If, after having accumulated two or more tardies in a single class, a student misses an entire class period but reports to school at any other time in that day, a tardy will be issued for the class missed, he/she will be subject to the consequences of the tardy policy and may be subject to the truancy policy.

### **Transferring to Another School**

Students who are transferring to another school need to pick up a Withdrawal Slip from the office or counselor. This form needs to be signed by all teachers, advisors, and any coaches the student may have played for. The library, office and locker assignment must also be signed for. One-half of student's fees may be refunded up to the end of the first semester.